

**21ST CENTURY PARKS COMMITTEE
REGULAR MEETING
WEDNESDAY, JUNE 22, 2016
TIME: 5:45 P.M.
MUNICIPAL BUILDING
ROOM B-19
MIDDLETOWN CONNECTICUT**

MEMBERS PRESENT: Councilman Gene Nocera
Councilman Carl Chisem
Councilman Philip Pessina
Frank Marchese
Amy Vaillancourt
Deborah Petruzzello
Maria Holzberg
Joseph Bibisi

STAFF PRESENT: William Russo, Director of Public Works
Christopher Holden, Deputy Director of Public Works

ABSENT: Sheila Daniels
Louise Augeri

Chair Nocera opened the 21st Century Parks Committee meeting at 5:45 P.M. He requested a motion to approve the special meeting minutes dated May 25, 2016. Motion to approve the minutes was seconded and approved unanimously.

PUBLIC COMMENT ON AGENDA ITEMS:
None.

CORRESPONDENCE:
Chair Nocera stated that the 21st Century Parks Committee was invited to a field trip to Branford on June 29, 2016 at 4:00 P.M. Chief of Staff, Joseph Samolis, is working on transportation with the Middletown Area Transit. The natural maintenance of Branford's fields will be looked at in view of all of the active interests in the community.

Deputy Director Holden spoke on behalf of the Millone and MacBroom invoice in the amount of \$800.00. This completes the construction documents which were needed for the bid process. He recommended approval for this invoice. A motion was made to approve the invoice. Motion was seconded and approved unanimously.

NEW BUSINESS:

- a. Design Proposal from Millone & MacBroom on Pat Kidney Field & WWMS Track – Director Russo stated that the committee heard Millone & MacBroom whom have done a complete parks study. The committee supported this movement which led to the design proposal. Deputy Holden put together the proposal packet and will explain what the firm will do for the city and what the cost is for the project.

Per Chair Nocera's request, Director Russo gave the background on the previous parks study to the committee since it is newly formed. He believes a lot of the concept drawings in the beginning were brought up based on the meetings with the sports organizations and what their needs were. Some of the information in the packet was out of the Public Works office beginning with the previous Deputy Director Dobmeier whom has since retired, and continued on with the new Deputy Director Holden. Director Russo stated that he feels that then need for restroom facilities is high. The next meeting will involve the firm of Millone & MacBroom. They will do a complete walk-thru of the Pat Kidney Field and Woodrow Wilson Middle School track site. The firm will go over their proposal on site and any changes will be brought to the table.

Deputy Holden stated that Millone & MacBroom completed the master plan which ensures their familiarity with the recreation area. The baseball and softball fields will be replaced. There is also an opportunity to provide for a soccer or multi-purpose field in between the fields. There will be an irrigation system with three basketball courts on the north and south end of the facility as opposed to east and west. A concession stand, restroom and storage building will be added for the activities. Bleachers will be added for the different fields. New parking will provide one hundred spots along with an additional thirty off-street parking spots. The facility will also include a playground area somewhere on the upper lot. Ideas are welcomed for additional entities in this area to make better use of the lot.

Deputy Holden spoke on behalf of the Woodrow Wilson Middle School Track and Field. There will be a full six lane track with an eight lane sprinting straight away. There will be a multi-purpose grass field in the middle of the track. Bleachers will be present with off-street parking, field lighting, security system and a walking trail. The committee discussed long jumps and pole vaults and how it is necessary to install these on the premises as well. Director Russo stated that this will be a priority that Millone and MacBroom will look at on-site.

Deputy Holden stated that he teamed up with an irrigation consultant to test the soil for the natural turf fields. He also met up with an electrical engineer to layout the security lighting. The surface water will have to be looked into so that it can be eliminated. A survey will then be conducted based on all of the existing conditions and then added to the map. The concepts will then be looked at and laid out to see how much room each component will have and how much room is necessary.

The more detailed, preliminary design can then be looked at. The plans will be discussed amongst the committee to see if there are any preferred modifications needed. A more detailed preliminary plan can then be prepared so that the needed approvals can be established. The probable cost can then be prepared based on this information.

Once the final concept and preliminary design and approvals are up to date, they will then create the final design and construction documents. At which point, the project will be able to go out to bid. The details of the project such as water, sewer, electrical, building design, architectural building design, etc., will be included in the plans and specifications. Prior to getting the approvals, the internal staff from the other departments such as Planning and Zoning and Building Department will meet up to make sure that they are all on board with the plans. If there are any improvements they would like added to the plans, their comments would be incorporated prior to the final design.

Once the project goes out to bid, a consultant from Millone and MacBroom would then go through the pre-bid walk and meeting with the contractors. They will also go through and evaluate the bids to make sure that the low bidder is a responsible bidder and meets the experience that they are looking for in a contractor.

Through the construction phase, the consultant will be administering the project along with the committee. They will be reviewing all of the material submittals prior to bringing anything on site. The low bidder would have to submit their plan which identifies exactly what material they will be using on site. The consultant will then make sure that this material meets the specifications so that it is up to a level that we are looking for. They will oversee project meetings and committee meetings to answer any technical questions that may develop. As the project comes to a closing, the consultant will make sure that the contractor has met all of the requirements and has all of the documentation and bonds that are required prior to signing off that the project is complete. Any type of manuals or similar credentials will be put together for the project to ensure that everyone knows how to run all of the systems that the City has inherited.

There will be an inspector on site for the duration of the project to calculate the number of hours worked and how much material comes on site. This will help generate the monthly billing of the project.

Deputy Holden stated that if there was a necessity for a sewer or water pump, it would be an extra cost. Based on the elevation of the property, it most likely will not be needed, but there is room for a small pump station.

Chair Nocera requested that a motion be made to approve the fee proposal and scope of services at this phase, so that the committee can move to the next phase. Motion was made, seconded and approved unanimously.

Chair Nocera wanted to continue with any questions the committee may have regarding the bid document.

Maria Holzberg asked if the fees are reasonable and if they seem to be in the same range as other similar projects. Director Russo stated that Deputy Director Holden has been negotiating with the firm and usually a fair number is 10%-13% of the total construction cost would be going to the design. When the bond was created, the approval was 6.3 million for estimated costs. He believes the committee is getting a fair proposal.

One of the committee members asked if the engineering plans for the site are available as it would be the turning point for the whole project. Director Russo stated that they are not available as of yet and that they would not be available until the bid was completed. He asked the committee if they feel comfortable with Millone and MacBroom based on the interactions with them thus far.

Amy Vaillancourt stated that Millone and MacBroom is a huge competitor in her personal career and she herself has hired them to complete work. Provided the lump sum, the costs look decent based on all of the detail in the scope of work. Amy specified on item number six in the bid document which is construction phase services. Millone & MacBroom's cost is \$101,000.00 for eight months of work. She would like to see how they came about the estimate whether or not it is hourly or work based so that the lump sum is clearer.

Deputy Director Holden stated that generally with the construction phase services, the administration side is more of a lump sum. However, the inspection is cost plus for time and materials.

Chair Nocera stated that it seems like the committee is unanimous about moving forward with Millone and MacBroom with some questions about the contract. He stated that with his past experience with the firm, they are reliable people that complete good work. He asked the committee if there are any other questions with regard to the proposal or the project itself.

Amy Vaillancourt wanted to know what to do with any further questions that may come up after this meeting during the site walk. Deputy Director Holden stated that the contract talks about incorporating the committee's comments so it would be no issue.

Director Russo stated that he would like the August 2016 meeting to be held at the site for discussion prior to the drawings being submitted from the firm. This will prevent any change orders from having to be created. Since the on-site meeting will not be until August, there will be no need for a regular meeting to be held in July.

Deputy Director Holden requested modification to the motion that the committee negotiated the contract to have the cost plus for the inspection and then talk about the construction phase services as possible lump sum versus cost plus to see what works best for the committee. A motion to approve of this request was made. Motion was seconded and approved unanimously.

- b. Draft Bid Document – Director Russo stated that this item is just informative of what will be done with the tennis courts. Deputy Director Holden passed out hard copies of the plans and specs for the committee to take a look at them.

OLD BUSINESS:

- a. Update on Tennis Courts – Deputy Director Holden stated that the City went out to bid on June 15, 2016. A strongly suggested but not required pre-bid site walk will be conducted on Wednesday, June 29, 2016 at 10:00 A.M. before the field trip to Branford. At the site walk, Donna Imme, Purchasing Supervisor, will go over the purchasing requirements. The Engineer/Designer will go over the project requirements.

Amy Vaillancourt asked if a sign-in will be required before the pre-bid site walk. Deputy Director Holden confirmed that a sign-in is required and it is generally on the website before the day ends. Amy wants to see how many contractors showed up on site and if there is any requests for information. If there are any questions, they have to be given in writing by July 8, 2016. About a week later, the addendum is then released to the contractors and on to the website so that all questions can be answered. The bid opening will be on July 21, 2016 where the bids will be submitted from all contractors interested in the work. The bids will all be discussed in the Council Chamber room to be sure that all of the requirements are met. A special meeting will most likely be needed as a follow up and to accept the bid of the selected contractor for the job.

Amy Vaillancourt stated that she would like Millone and MacBroom to attend the special meeting when the bids are being discussed. This will help with a quick summary of the bids and will prevent the committee from having to review all of them. Deputy Director Holden stated that if needed, they can be asked to join the meeting.

OTHER:

None.

PUBLIC COMMENT ON NON-AGENDA ITEMS:

None.

As there was no further discussion, the 21st Century Parks Committee meeting adjourned at 7:04 P.M.